



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award (Two Page)

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:  
Not under your security in FPPS;  
Amount of award is \$5000 or greater; or  
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Josue Valentin Employee ID #: (b) (6)  
Position Title (optional): Building Manager PP-Series-Grade (optional): \_\_\_\_\_  
Organization (optional): OMS/FMSD

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$1,000.00 AND/OR Total Number of Hours: \_\_\_\_\_

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit:	Moderate	Substantial	<input checked="" type="checkbox"/> High	Exceptional
Extent of Contribution:	Limited	Extended	<input checked="" type="checkbox"/> Broad	General

### Narrative Justification for Award:

I am very pleased to recognize Mr. Josue Valentin with a cash award for exceptional work serving as the building manager for WJC-N. Mr. Valentin has done a terrific job assisting OLEM's Office of Emergency Management (OEM) with several significant projects over the past year.

First, in September of 2020, EPA's Emergency Operation Center (EOC) flooded due to excessive rainwater. This was a significant flooding event which required prompt attention since it occurred in the EOC at the height of hurricane season (in the busiest hurricane season on record). Mr. Valentin did an excellent job assessing the damage, coordinating with GSA, and overseeing the prompt remediation of the EOC. Additionally, Mr. Valentin assisted with creating a long-term solution for preventing similar flooding events in the future.

Second, OEM consolidated its space in May 2021. This effort included a multitude of change requests and accommodations as we moved personnel into new areas of WJC-N. Mr. Valentin was very responsive and proactive with our space consolidation and made a challenging project a success.